

CITY OF GLENDALE

TITLE:	Shop Maintenance Coordinator	CLASS CODE:	888
REPORTS TO:	Various	GRADE:	24
DEPARTMENT:	Various	FLSA:	N
JOB DESCRIPTION DATE: February 26, 2008 mac			

JOB SUMMARY

Under general direction coordinates projects, evaluates workload, schedules and assigns duties, provides technical advice, monitors workflow and accuracy in the maintenance and repair of City equipment during an assigned shift. Provides customer service including complaint resolution.

ESSENTIAL FUNCTIONS

1. Prepares work orders, schedules work, assigns job tasks and monitors progress, ensuring continuity and timeliness. Inspects work procedures for proper safety procedures and usage of personal protective equipment.
2. Meets with customers to review the vehicle/equipment problems and schedules repairs or service, as required.
3. Tests equipment/vehicle including diagnostic tools to determine problem or resolution of problem.
4. Inspects work-in-progress, authorizes parts requests and verifies status of ordered parts. Determines if parts will be repaired or replaced.
5. Uses the automated fleet management system to review input information, including past problems, track usage, wear and tear.
6. Monitors repair orders for completeness and accuracy requesting changes where required.
7. Assists technicians in diagnosing and repairing all types of equipment.
8. Performs maintenance repairs and services as needed.
9. Estimates the cost and time of repairs, determining the most cost effective methods.
10. Reviews service manuals, schematics and hydraulic flow charts, providing instruction and training to technicians.
11. Inspects completed repair orders for accuracy and implements required changes.
12. Evaluates employee production against industry standard.
13. Participates in budget planning, provides estimates and monitors assigned area.
14. Provides customer service to employees and supervisors, resolves complaints.
15. Participates in policy and procedure development, implementation and monitoring.
16. Serves as the Shop Supervisor in his/her absence.
17. Maintains records and/or inventory in required area or responsibility.
18. Prepares new equipment for placement service.

SECONDARY FUNCTIONS

19. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Operation of internal combustion engines, power trains, automatic transmissions, hydraulic, and electrical systems
- Methods of testing, procedures, tools and equipment used in the repair and maintenance of motorized equipment
- Supervisory policies, procedures, and techniques

Ability to:

- Distinguish color to identify color codes relating to mechanical repairs and schematics
- Operate a computer and applicable software
- Diagnose malfunctions in automotive equipment and make the necessary repairs
- Oversee and evaluate maintenance operations and make evaluation recommendations to Supervisor
- Read and interpret mechanical drawings
- Establish and maintain effective working relationships with city staff
- Communicate effectively verbally and in writing

WORKING CONDITIONS

Work is performed in a shop and/or office setting under general direction. Involves checking repaired equipment including exposure to exhaust and noise. Hazards may be controlled through the exercise of safety precautions.

MINIMUM QUALIFICATIONS

Four years of experience in the repair and maintenance of heavy-duty equipment including one year of lead or supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Drivers License at time of hire

Depending on the area of assignment, may be required to possess a Commercial Driver's License with endorsements at the time of hire or have the ability to obtain with in 90 days of hire

May require shift work or weekends as assigned

A pre-employment drug test is a condition of consideration for employment. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse Policy.